

Minneapolis Redistricting Commission Minutes

Wednesday, February 27, 2002, 6 PM
Room 220 City Hall

Present: Commission Members: Claypatch, Collier, Ferrara, Finch, Markus, Pettiford,
Schwarzkopf, and Stafford

Susanne Griffin, Redistricting Coordinator - (612) 673-2073

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1. Call to Order and Roll Call –
Acting Chair City Attorney Jay Heffern called the meeting to order at 6:05 p.m.
City Clerk Merry Keefe called the roll, with all Commissioners present.
2. Approval of the Minutes for February 20, 2002 meeting
Heffern suggested amending the minutes to state that the Commissioners had not agreed to the use of Robert's Rules of Order at the last meeting and that use of Robert's Rules of Order be added to item 3 of the agenda.
Motion adopted by voice vote.
The minutes were approved as amended by voice vote.
3. Meeting Procedures: Quorum and Parliamentary Authority
Markus moved that the Commission use Robert's Rules of Order as the parliamentary authority.
Motion adopted by voice vote.
Finch moved to have six individuals constitute a quorum.
Motion adopted by voice vote.
4. Reports from City Staff:
 - a. Records Management: Retention and public data - City Clerk Merry Keefe
Keefe presented records management guidelines. See Exhibit A entitled Records Management Guidelines.
Collier moved to amend Permanent Records item 3 to change the retention of draft maps from permanent to three years.
Motion adopted by voice vote.
Finch moved to amend Public Record Item 3 to delete "or the Commission Chair" and to insert "or" between City Clerk and Director of Elections.
Motion adopted by voice vote.
Claypatch moved to adopt the Records Management Guidelines as amended.
Motion adopted by voice vote.
 - b. Security: Access to records on the City system - City Clerk Merry Keefe
Keefe reviewed electronic security and access to records.
See Exhibit B entitled Computer Security.
Claypatch moved that all mapping work be done at the Commission meetings.
Motion failed by voice vote.
Direction to Staff:
Determine if it is possible to burn CDs for drafts of maps instead of floppy disks.

5. Commission Chair:
 - a. Discussion of selection process
Collier moved to delay a decision about the selection of the Commission chair until the Monday, March 4, 2002 meeting.
Motion adopted by voice vote.
 - b. Review of resumes
Finch moved to eliminate Wayne Olson due to non-residency.
Motion adopted by voice vote.
Direction to Staff:
Continue to forward resumes to Commissioners via e-mail until Monday.
6. Park Board Redistricting: Requirements - Michael Norton, Deputy City Attorney
Norton reviewed Minnesota Law Chapter 362 from 1992 about park and Recreation Board Districts. His opinion is that the Commissioners must include the Park Board appointees in deliberations of the Park districts. See Exhibit C memo entitled Redistricting Process
Schwarzkopf moved 1) make sure all minutes and notices of the Redistricting Commission are given to the two Park Board represented commissioners, 2) the park commissioners join the Commission after the Ward lines have been adopted and 3) there will be a separate public hearing on the park plan.
Motion adopted by voice vote.
Norton also reviewed a handout pertaining to population in the Hollman area of the 5th Ward. See Exhibit D - map of part of 5th Ward
Direction to staff: *Determine if any of the Hollman area is zoned industrial or other than residential.*
Direction to staff: *Staff will present detailed timeline by next meeting.*
Finch moved to limit the agenda for the March 4, 2002 meeting to the selection of the Chair and the setting of dates of the next two meetings.
Motion adopted by voice vote.
7. New Business – Hiring Staff
Stafford moved to hire two individuals to be paid up to \$10,000 each until completion of the work by the Commission.
Motion adopted by voice vote.
Director of Elections Griffin reviewed roles and responsibilities of Commissioners, staff and City staff. See Exhibit E entitled 2002 Minneapolis Redistricting Work Plan and Calendar.
8. Commissioner Ferrara made a motion to adjourn. Meeting adjourned at 7:45 p.m.

Next Redistricting Commission Meeting: March 4, 2002 6 - 8 PM Room 220 City Hall
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